

October 2007 Training Opportunities

*For training opportunities, you will need to register through your Agency
Training Contact Person (ATCP)*

Mon	Tues	Wed	Thurs	Fri
1 Basic American Sign Language, Week 4 of 8 IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	2 Customer Service 9:00a.m.-12:00p.m. IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	3	4	5
8 HOLIDAY	9 Workplace Harassment Prevention 1:30p.m.-4:00p.m. IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	10 Personnel Rules 9:00a.m.-1:00p.m. IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom Customer Service 9:00a.m.-12:00p.m. LaPorte, IN LaPorte District INDOT Registrations open to local state offices. Please contact your Agency Training Contact Person.	11 Litigation Landmines** 9:00 a.m.-12:00p.m. IN Government Center South, Indianapolis Conference Center Rm16, SPD Classroom **Restricted enrollment to supervisor/manager and HR personnel	12
15 Basic American Sign Language, Week 5 of 8 IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	16 Workplace Harassment Prevention 9:00a.m.-12:00p.m. IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	17	18 Hoosier START Plan Overview 1:00-2:00p.m. Enrollments 2:30-3:30p.m. IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom	19

<p>22</p> <p>Basic American Sign Language, Week 6 of 8</p> <p>IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom</p>	<p>23</p> <p>Administrative Investigations**</p> <p>9:00a.m.-12:00p.m.</p> <p>IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom</p> <p>**Restricted enrollment to supervisor/manager and HR personnel</p>	<p>24</p> <p>Progressive Discipline**</p> <p>9:00a.m.-12:00p.m.</p> <p>IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom</p> <p>**Restricted enrollment to supervisor/manager and HR personnel</p> <p>Family Medical Leave**</p> <p>1:00p.m.-3:00p.m.</p> <p>IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom</p> <p>**Restricted enrollment to supervisor/manager and HR personnel</p>	<p>25</p> <p>Customer Service</p> <p>9:00a.m.-12:00p.m.</p> <p>Seymour, IN</p> <p>Seymour District</p> <p>INDOT</p> <p>Registrations open to local state offices.</p> <p>Please contact your Agency Training Contact Person.</p>	<p>26</p>
<p>29</p> <p>Basic American Sign Language, Week 7 of 8</p> <p>IN Government Center South, Indianapolis, Conference Center Rm16, SPD Classroom</p>	<p>30</p>	<p>31</p>		